

TECHNICAL ANALYSIS OF CONTRACTOR PROPOSALS

The technical analysis is a predecisional document which supports (by recording and substantiating) the technical judgements and assumptions which the Government used to determine (1) that the Contractor's proposals provide an acceptable risk of successful performance, and (2) that the costs associated with that proposed performance are fair and reasonable.

OBJECTIVE of the technical analysis:

Document why the Government accepts or does not accept each element of the technical proposal (and the associated cost of that technical element).

Documents the conclusions that the Government made in its *analysis* of the technical proposal, and *documents why* the conclusions were made.

Documents the technical recommendations that should be considered in negotiations that will seek to render the technical and cost proposals to be acceptable, fair, and reasonable.

¹doc-u-ment

1 a: PROOF, EVIDENCE

b: an original or official paper relied on as a basis, proof, or support of something

c: something that serves as evidence or proof

2 a: a writing conveying information

b: a material substance (record) having on it the representation of the thoughts of men...

²doc-u-ment

1: to furnish documentary evidence

2: to furnish with documents

3 a: to provide with factual or substantial support for statements made or a hypothesis proposed (conclusions drawn); esp: to equip with exact references to authoritative supporting information

b: to construct or produce with authentic situations or events

Webster's Ninth New Collegiate Dictionary,
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EACH AND EVERY DEFINITION FOR "DOCUMENT" SHOWN IS 100% VALID AND ON POINT.

OBJECTIVE:
ANALYZE and DOCUMENT WHY

Under the cost type task orders that the TIPSS contracts provide, the Government bears the full risk of performance (conversely in a full fixed-price contract or task order the Contractor bears full risk of performance).

The Government must analyze the Contractor's technical proposal so that it (the Government) can assess its risks and costs associated with the proposal. Before commencing work the Government must be satisfied that the technical elements of the proposal will result in satisfactory (successful) performance of the stated work, and that the technical and cost risks are fair and reasonable. If not, then those issues and concerns must be resolved in negotiations.

A technical analysis documents the Government's acceptance and assumption of the risks involved in the proposed performance, and the technical analysis documents that the Government should not accept the proposal (or proposed sub-task element) and then provides the necessary technical recommendations needed to negotiate the technical proposal to the point at which the Government can accept that the performance will be successful and fair and reasonable.

A complete technical response should be relatively simple. In your technical professional capacity you take a position, and then support it. You state your conclusion, and then state why.

In documenting that process of conclusions and reasoning you approach the analysis in a systematic manner:

1. Breakdown and organize the review by sub-task....
2. Analyze and review the technical approach to the task order, and all sub-tasks....
3. Cover all cost elements....
4. State the conclusions you arrived at in your analysis of the each cost element of the task or sub-task and then **Tell Us Why** you arrived at that conclusion.
 - **Why** is this proposal element acceptable?
 - **Why** is this proposal element overstated?
 - **Why** is this proposal element underestimated?

Whatever your professional technical judgement is, whether the 'porridge' is too 'hot', too 'cold', or is 'just right'.... TELL US WHY 'in your technical judgement' you believe it to be so.

Use comparisons..... Compare to other task orders or contracts performance, compare to other experience (compare to how the Government has done it or how you may have done it yourself), compare to commercially available similar work or products, or if absolutely no other basis can be found... in the last ditch effort compare to how you developed the GCE (not that its higher or lower than the resulting numbers, but compare it to the process and assumed performance that you used in developing the estimate).

- The burden in the technical analysis is to JUSTIFY and SUPPORT that the bottom line price is acceptable (or unacceptable) as proposed, and that the cost proposal is realistic (or unrealistic), and that the costs are fair and reasonable (or are excessive or understated).

The point is not to restate the conclusions (... realistic, ... fair and reasonable..., ...acceptable as proposed..., etc.) The point is to JUSTIFY and SUPPORT the conclusion, and to answer the WHY.

- If the price can't be justified then a RECOMMENDATION must be made as to what technical and price elements MUST BE negotiated in order to achieve an acceptable proposal. The technical review should/must then state the negotiation positions that the Government needs to take.

The technical analysis must STATE WHY the price is not reasonable..., why the proposed costs are not realistic..., why the technical approach is flawed or excessive..., and should use examples, comparison, etc. in stating the basis or justifications which support the conclusions drawn. THEN the technical analysis must recommend at what cost it would be reasonable..., what technical approach is more likely to ensure success..., what product will be more suitable..., what labor mix is more suited for the level of difficulty..., what labor classification is more appropriate for the work..., etc.

- "Regardless of the position taken, whether accepting what is proposed or recommending something different, we need to know "why" and have a basis for (taking) that (action) which has a solid foundation."

EXAMPLES

Address all sub-tasks to which the Contractor has provided a technical response.

Sub-Task No. #, at Section C.3.1.#, etc.	Analyze, then... State the conclusion, and then State Why that conclusion was made.
Technical Approach: (for this sub-task)	The technical approach is sound and was previously successfully applied on task order ##-##-####... ~~ meets all the requirements of the SOW and is similar to the approach applied by the Government when I was at.... ~~ The technical approach is insufficient when compared to other historically successful methodology as it does not address the risk of.... ~~ does not conform to accepted industry standards.... ~~ The technical approach does not adequately describe how the work will be performed, adequately detail the deliverables in terms of quantities, content, and numbers of submissions.....
Proposed Labor, estimate of hours: (for this sub-task)	Acceptable because ~~ experience on task order ##-##-## has shown the contractor's estimating to be on target and appropriate for this requirement.... (give example) ~~ Unacceptable when compared with performance of sub-tasks # and # in which estimate was \pm actual hours required..... ~~ Unacceptable when analyzed.... prior experience showed more/less hours were expended.... ~~ Needs further explanation of the work is to be performed.... how many personnel, how many hours per week, how long one repetition/meeting/trip will take...
Proposed Labor, Labor Mix: (for this sub-task)	Acceptable because ~~ experience on task order ##-##-#### has shown the same labor mix to be responsive, technical sound, efficient.... ~~ Unacceptable after comparison with the Government's estimate of the risks and level of difficulty involved ~~ Was proposed at the same level required by the SOW...
Proposed Personnel: (for this sub-task)	Are acceptable because they are the same personnel currently performing successfully on task order ##-##-####.... and have demonstrated solid understanding of the requirements.... and are proven to be knowledgeable of the requirements... previously performed similar work and actually developed the _____ which will be modified... ~~ Are unacceptable as the proposed personnel as shown by the resumes lack critical experience required by the SOW... are more experienced than the Government's assumption of task difficulty would warrant...
Travel costs: (for this sub-task) (Repeat as necessary for each element of the task or sub-task proposed cost)	Number of trips is as required by the SOW.... Number of travelers is/is not appropriate for the work because the Government has previously used.... (or is/is not as specified in the SOW) ... Number of days on site is/is not appropriate for the work because... (or is as specified in the SOW)... Airfare and per diem is comparable with Government cost if through SATO.... compared with costs performed on task order ____.

Not only is the COTR required to put the SOW into a mandatory format, the Contractor is required to submit their proposal in a required format. This is a specific requirement of the TIPSS contracts in order to facilitate your technical analysis of the proposal.

In the analysis of the proposal you should respond to each element of the proposal that we have REQUIRED that you prepare, and have REQUIRED that the Contractor respond to:

1.0 Introduction

1.1 Purpose

1.2 Organization

Does the Contractor understand the general requirements of the task order? Does the Contractor understand the purpose of the scope of work of the task order and the mission of the customer's organization? Has the Contractor proposed an organization and approach that is most likely to successfully perform the requirements of the task order? What are your overall conclusions as to the acceptability of the risks contained in the proposal?

2.0 Technical Plan

2.1 Sub-task 1

2.1.1 Scope of Work

Does the Contractor understand the general requirements of the sub-task? Does the Contractor understand the scope of work of the sub-task? Are the proposed cost elements (labor, labor mix, ODC's) consistent with the proposed scope of work?

2.1.2 Approach

Has the Contractor proposed an organization and approach that is most likely to successfully perform the requirements of the sub-task? Has the Contractor proposed a technical approach that is sound, reasonable, addressing the inherent technical risks of the sub-task, complete, based on industry standards, that is an innovative approach..., etc.? Are the proposed cost elements (labor, labor mix, ODC's) consistent with the proposed approach?

2.1.3 Assumptions

Are the Contractor's assumptions reasonable? Are the assumptions realistic for this sub-task or the overall conditions? Are the assumptions complete? Is the technical approach taken a reasonable response to the assumptions and the risks and difficulties involved? Are the proposed cost elements (labor, labor mix, ODC's) consistent with the assumptions made in the proposal?

2.1.4 Descriptions of Sub-task and Deliverables

Does the Contractor understand the requirements of the sub-task? Are the deliverables appropriate for the requirements in terms of quantities, proposed content, frequency, delivery date, etc.? Are the proposed cost elements (labor, labor mix, ODC's) consistent with the proposed approach? Are they realistic and reasonable in relation to the difficulty of the work and any resulting deliverables?

2.1.5 Schedule

Is the Contractor's schedule of performance reasonable? Does it meet the Government's requirements? Is the schedule realistic? Does the schedule contain an acceptable level of risk? Is the proposed approach and man-power capable of meeting the proposed schedule? Are the proposed cost elements (labor, labor mix, ODC's) consistent with the proposed schedule?

2.1.6 Miscellaneous

Is everything provided in the proposal under this element necessary and valid for this sub-task? Is every element reasonable, realistic, and appropriate? If equipment, is the equipment suitable for the intended use? Is the equipment 'right-sized' for the required performance? If travel, is the travel required by the sub-task? Is the number of travelers and days of travel reasonable and necessary?

REPEAT FOR EACH SUB-TASK CONTAINED WITHIN THE SOW AND PROPOSAL

3.0 Staffing Plan

Used hand in hand with the Contractor's proposal to analyze the scope of the work, approach, assumptions, and other elements of the technical proposal.

3.1 Sub-task 1

3.1.1 Personnel Requirements (Work Breakdown Structure for Proposed Personnel)

Does the WBS covered all elements of the work to be performed, and all elements of the work proposed? Are the total work hours (and if provided the work hours by sub-task) sufficient and consistent with the technical approach proposed?

3.1.2 Skill Labor Category Mix (Rationale for Proposed Personnel)

Is the labor mix appropriate and realistic for the level of difficulty estimated in the performance of the sub-task? Are the labor categories proposed appropriate for the requirements of the work to be performed? Are the numbers of hours proposed within the labor mix consistent with the assumptions of risk and difficulty?

3.1.3 Resumes

Are the resumes provided consistent with the contract requirements for the labor categories proposed? Are the needs for special skills or specific knowledge (stated in the SOW, or required by the specific work) addressed and met by the resumes provided for proposed personnel? Do the resumes of the individuals proposed reflect an understanding of the personnel required to successfully perform the sub-task?

REPEAT FOR EACH SUB-TASK CONTAINED WITHIN THE SOW AND PROPOSAL

4.0 Cost Estimates

Used hand in hand with the Contractor's proposal to analyze the technical plan and staffing plan provided in the proposal.

4.1 Sub-task 1

4.1.1 Manpower Summary

Are all elements of labor identified in the technical plan and staffing plan covered in the cost proposal? Are all labor (costs) proposed explained by the technical and staffing plan portions of the proposal? Are the proposed manpower cost elements reasonable and appropriate for the requirements of the sub-task and the proposed method of performance?

4.1.2 Cost Summary

Are all elements of cost identified in (and resulting from) the technical and staffing plans covered in the cost proposal? Are all costs proposed explained by the technical and staffing plan portions of the proposal? Are the proposed cost elements reasonable and appropriate for the requirements of the sub-task and the proposed method of performance?

REPEAT FOR EACH SUB-TASK CONTAINED WITHIN THE SOW AND PROPOSAL

4.X Total Manpower and Cost Summary

Are all elements of sub-task performance contained in the technical and staffing plans of the proposal covered and contained in the cost proposal? What are your overall conclusions as to the reasonableness of the proposal's costs and value?